



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

November 1, 2002

## INSPECTOR GENERAL INSTRUCTION 8180.1<sup>1</sup>

SUBJECT: Retrieval of Electronic Documents

References: See Appendix A.

**A. Purpose.** This Instruction establishes the Office of the Inspector General of the Department of Defense (OIG DoD) Retrieval of Electronic Documents Policy.

**B. Applicability.** This Instruction applies to the Offices of the Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Deputy Chief Human Capital Officer, the Dean of Instruction, the Chief of Staff, and the Equal Employment Opportunity Director, hereafter referred to collectively as the OIG Components.

**C. Definitions.** See Appendix B.

### **D. Policy**

1. In accordance with reference a, electronic documents, including electronic mail (e-mail), may constitute official agency records and be subject to retention and disposition schedules. Alternatively, they may be convenience files, defined in reference a as non-record copies of correspondence, forms, and other documents kept solely for ease of access and reference.

2. In accordance with references b and c, the OIG DoD reserves the right to monitor and record all communications passing through its Local Area Network or Wide Area Network (LAN-WAN) for the performance of operation, maintenance, auditing, security, or investigative functions. Further, the Information Systems Directorate (ISD), Office of the Chief of Staff (OCoS), retains backup copies of all communications and records on the LAN-WAN for ninety (90) days for disaster recovery purposes.

3. This backup material, including convenience files, may be subject to retrieval for a variety of purposes.

4. All requests for retrieval shall be made in writing to the ISD, OCoS. Electronic mail requests constitute written requests.

### **E. Responsibilities**

1. The **Inspector General of the Department of Defense (IG DoD)** shall personally approve all requests for retrieval.

---

<sup>1</sup> This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

2. The **Assistant Inspector General for Communications and Congressional Liaison** shall be responsible for determining when electronic documents are subject to references d and e.

3. The **Director, Administration and Logistics Services Division (ALSD), OCoS**, shall be responsible for:

- a. Determining when electronic documents are subject to reference a.
- b. Advising component record officers when record-keeping copies of electronic documents shall be made.

4. The **OIG Component Records Officers** shall ensure document originators or custodians are aware of the need to make record-keeping copies of appropriate electronic documents in accordance with reference a.

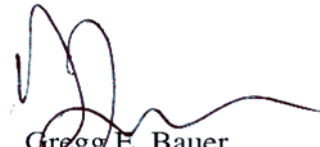
5. The **OIG Component Heads** shall implement this policy and references a through e within their components.

6. The **Director, ISD, OCoS**, shall have responsibility for:

- a. Performing backup of all communications passing through the OIG DoD LAN-WAN.
- b. Having technical control of the retrieval process.
- c. Delivering the retrieved information to the IG DoD for further action.
- d. Reusing backup tapes unless advised otherwise by the ALSD, OCoS.

**F. Effective Date and Implementation.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer  
Chief of Staff

2 Appendices - a/s

**APPENDIX A  
REFERENCES**

- a. IGDM 5015.2, *Records Management Program*, June 2000
- b. IGDINST 4630.1, *Electronic Mail Policy*, August 14, 2002
- c. IGDINST 4630.2, *Internet Policy*, August 14, 2002
- d. IGDINST 5400.7, *Freedom of Information Act (FOIA) Program*, July 2, 2004
- e. Privacy Act of 1974, 5 U.S.C. 552a, as amended

## APPENDIX B DEFINITIONS

1. **Component Records Officer.** An appointed individual who coordinates the records management functions for a component and is responsible for correctly preparing all required forms used to retire or retrieve records to and from the records center.
2. **Convenience Files.** Non-record copies of correspondence, forms, and other documents kept solely for ease of access and reference.
3. **Disposition.** The actions taken regarding records no longer needed in current office space. These actions include transfer to agency storage facilities or federal records centers, transfer from one Federal agency to another, transfer of permanent records to the National Archives and Records Administration, and disposal of temporary records.
4. **Document.** Recorded information regardless of physical form or characteristics.
5. **Electronic Mail (E-mail).** A means of communication that uses computer-to-computer data transfer technology, normally as textual messages or attached files.
6. **Local Area Network (LAN).** A system of connected computers using nodes that are processing locations. A node may be a computer or some other device.
7. **Record.** As defined in 44 U.S.C. 3301, the term includes: all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of data in them.
8. **Record-Keeping Copy.** The copy of a record that is captured and maintained in a record-keeping system. The "original" record can either be "created" or "received" regardless of physical form or characteristics that is captured and maintained in a record-keeping system.
9. **Record-Keeping System.** A manual or automated system in which records are created, collected, organized, categorized, and maintained to facilitate their preservation, retrieval, use, and disposition.
10. **Retention Period.** The length of time that a record must be kept before disposition.
11. **Wide Area Network (WAN).** A physical or logical network that provides data communications to a larger number of independent users than are usually served by LAN and is usually spread over a larger geographic area than that of a LAN. Typically, a WAN consists of two or more LANs.